

School Safety Program Guidance for School Year 2021-2022 Schools Awarded a School Resource Officer or a Juvenile Probation Officer

This document summarizes the School Safety Program (SSP) requirements for School Year (SY) 2021-2022 for schools awarded a school resource officer (SRO) or a juvenile probation officer (JPO). Please also read in its entirety the **School Safety Program Guidance Manual**, which is available on the School Safety Program website - - <https://www.azed.gov/wellness/ssp> A separate guidance document is provided for schools awarded a school counselor or school social worker.

If you have questions about this document, please contact the SSP team at SchoolSafety.SocialWellness@azed.gov.

Program Requirement	Information	Resources
<p>Training</p>	<p>Each of the following program participants has an annual training requirement to meet:</p> <ul style="list-style-type: none"> • District/Charter Administrator • Site Administrator (principal, assistant principal, or dean of students) • School Resource Officer or Juvenile Probation Officer • Agency Supervisor <p>See the School Safety Program University Course Catalog and the FY 2022 School Safety Program Training Schedule for additional information on who attends what training. All trainings are provided virtually, unless the SSP team notifies you otherwise.</p>	<p>SSP University Course Catalog</p> <p>FY 252022 SSP Training Schedule</p>
<p>School Safety Assessment and Prevention Team (SSAPT)</p>	<p>The purpose of the SSAPT is to conduct a safety needs assessment, use the needs assessment data on an on-going basis to determine the use of the officer consistent with program requirements, coordinate efforts of this program with other safety and prevention programs and activities to achieve greater effectiveness, and make recommendations for continuous improvement of the program. A team may be formed specifically to meet this requirement, or an existing appropriate team may be utilized. The officer is encouraged to participate actively in sharing his/her knowledge of community resources.</p> <p>The SSAPT is required to meet at a minimum on a quarterly basis. For the purpose of the SSP, quarterly is defined as three-month intervals (July-September, October-December, January-March, and April-June). Monthly meetings are recommended.</p>	<p>Guidance Manual, page 6.</p>

Program Requirement	Information	Resources
	<p>The team membership must consist of:</p> <ul style="list-style-type: none"> • Site Administrator (principal, assistant principal, or dean of students) • School Resource Officer or Juvenile Probation Officer • School prevention coordinator, or school mental/behavioral health expert, or registered nurse, or similar role <p>Other members can be added as needed. For example, district transportation representative, teacher representative, etc.</p> <p>A sample SSAPT agenda template is included in the Resources column.</p>	<p>SSAPT Agenda</p>
Operational Plan	<p>Under the direction of the school administrator, each school is required to develop and utilize an operational plan that incorporates program requirements and illustrates the site-specific program design in a succinct and logical manner. The plan is a fluid document that should be used by the school administrator, officer, and SSAPT to monitor program implementation and provide continuous improvement throughout the school year.</p> <p>The Operational Plan template is included in the Resources column.</p>	<p>Guidance Manual, page 7.</p> <p>SSP Operational Plan.</p>
Law Related Education (LRE)	<p>Each officer is required to complete at least 180 hours of LRE instruction per year. The development and implementation of LRE must be based on a need's assessment. The 180-hour LRE instruction requirement must include:</p> <ul style="list-style-type: none"> • At least 80 hours of LRE classroom instruction to ongoing cohort groups of students • At least 100 hours of universal LRE instruction <ul style="list-style-type: none"> ○ 60 hours or more of universal LRE classroom instruction ○ Up to 20 hours for LRE planning and preparation ○ Up to 20 hours for LRE instruction to school staff and school community <p>LRE may be provided virtually.</p>	<p>Guidance Manual, pages 7, 10-14, and 25-26.</p>
Officer Weekly Log	<p>Officers are required to complete a weekly activity log that tracks LRE instruction hours, teacher and subject, the topic of each LRE lesson, and the time the officer is off their assigned campus during their duty hours, regardless of the reason.</p>	<p>Guidance Manual, pages 7-8 and 39-42.</p>

Program Requirement	Information	Resources
	<p>The following is required for grant compliance:</p> <ul style="list-style-type: none"> • Total hours of universal LRE classroom instruction • Total hours of cohort LRE classroom instruction • Teacher / subject or staff/community group • Time spent per LRE lesson • Total hours for planning and preparation • LRE topic taught for each class • Total time spent off campus • Total hours for staff and school community training <p>Officers may develop their own log that tracks required time or may use ADE's recommended activity log available on the School Safety Program website.</p>	<p>Sample Activity Log: https://www.azed.gov/wellness/ssp</p>
Officer Time on Campus	When school is in session, an SRO is required to be on campus 80% of the time. A JPO is required to be on campus 90% of the time.	Guidance Manual, pages 8 and 24-25
Officer Performance Assessment	<p>The site administrator is required to complete an officer performance assessment twice a year. The assessment must be shared with the officer's supervisor.</p> <p>See page 8 of the Guidance Manual for additional information</p>	Guidance Manual, page 8
Service Agreement	<p>For each site receiving funding under the School Safety Program, a Service Agreement must be developed between the district/charter and the law enforcement agency/probation department. The document shall be completed annually, within 30 days of when the officer begins work at the school. Arizona Revised Statute 15-154 requires that the Service Agreement include a dispute resolution process between the district/charter and the law enforcement agency.</p> <p>A sample service agreement is available on the School Safety Program website.</p>	<p>Guidance Manual, pages 6 and 28-29.</p> <p>Sample Service Agreement: https://www.azed.gov/wellness/ssp</p>
Officer Continuity	A site cannot have more than 3 officers in a 3-year grant cycle, or it may negatively impact the site's eligibility for the next competitive application cycle.	Guidance Manual, page 8
Program Reporting	Schools are required to track the following data: :	

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	<ul style="list-style-type: none"> • Quarterly SSAPT meetings (meeting dates, safety concerns identified by data, data reviewed, team member attendance) • LRE hours (see Officer Weekly Log above) • Officer time on campus • Training attendance <p>The data collected will be utilized for the end-of-year reporting and for program evaluation purposes.</p>	
Program Evaluation	<p>Arizona Revised Statute 15-154 requires the ADE to evaluate the effectiveness of the School Safety Program and report on the activities of the program to the President of the Arizona Senate, the Speaker of the Arizona House of Representatives, and the Governor of Arizona on or before November 1 of each year. The evaluation and report shall include survey results and data from participating schools on the impact of participating in the School Safety Program. Schools awarded funding under the School Safety Program agree to participate in the evaluation.</p>	Guidance Manual, page 9
The following are recommended, but not required		
Training Electives	<p>SSAPT members are encouraged to participate in electives that support campus needs. Some electives will be offered or recommended by the SSP.</p> <p>Example Electives:</p> <ul style="list-style-type: none"> • Suicide prevention training • School-based threat assessment training • Training specific to equity, diversity, and inclusion 	
Before and After School Activities	<p>Participate in before and after-school activities where possible to build relationships with students and staff.</p>	
School Leadership Teams	<p>Participate in school leadership teams to build relationships and networks.</p>	